



Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في مؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Attendance and Unauthorized Absence Policy			
Policy ID Code:	HR-ER.03.006	Rev. 00	Page 1 of 4	

Attendance and Unauthorized Absence Policy

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	04/11/2025	09/11/2025	Initial Release	President

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1 Purpose

The purpose of this policy is to lay down the rules and regulations related to attendance and unauthorized absences at HBKU. It provides guidance on the effective handling of unauthorized absences and the appropriate actions to be taken in case of unsatisfactory reasons for unauthorized absence.

2 Scope

This policy applies to all HBKU employees.

3 Terms, Abbreviations, and Definitions


The following terms and abbreviations used in this policy shall have the meanings defined below:

Term/Abbreviation	Definition
Absence	Failure of an Employee to report for work when he/she is scheduled to work. The absence may be authorized or unauthorized.
Authorized Absence	An absence that occurs when the Employee provides to his or her line manager or supervisor a notice of absence in advance, and the absence request is approved in advance.
Early Departure	An Employee leaves work prior to the end of his/her scheduled work departure time.
Employee	Any person engaged to perform work for HBKU under HBKU's direction and supervision.
Job Abandonment	Occurs when an Employee does not report to work as scheduled for more than seven (7) consecutive working days or fifteen (15) intermittent days or more during a calendar year without notifying HBKU of their absence.
Late Arrival	When an Employee is late to work, late returning from a break or late returning from any other work absence.
Unauthorized Absence	An absence where the employee does not provide to his or her line manager or supervisor a notice of absence and the line manager or supervisor is not able to approve in advance the employee leave request.
University or HBKU	Hamad Bin Khalifa University

4 Policy

4.1 Attendance:

- 4.1.1 A key element in the efficient operation of HBKU is the timely and regular attendance at work by all Employees.
- 4.1.2 All Employees are expected to maintain timely and regular attendance to effectively and efficiently carry out their duties and responsibilities. Failure to maintain timely and regular attendance may lead to appropriate corrective and disciplinary actions in accordance with HBKU policies and the applicable law.
- 4.1.3 For the avoidance of doubt, HBKU is not required to necessarily apply disciplinary measures for each and every violation, but will, in each case, exercise its discretion with due consideration to the facts, circumstances and severity of the violation.
- 4.1.4 All Employees are expected to report for work and be prepared for duty on or before the Employee scheduled work time and leave on or after the scheduled work time as defined in the Work Schedule Policy.
- 4.1.5 Employees must obtain proper approval from their supervisor in advance of any change in their work schedule.
- 4.1.6 Punctuality and regular attendance are important factors in consideration for job retention and advancement.
- 4.1.7 All Employees are responsible for notifying their line managers or supervisor in advance

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of Absences, Late Arrivals, or Early Departures.

4.1.8 Excessive Early Departure or Late arrival may lead to corrective and disciplinary actions up to and including termination of employment and may result in loss of pay and allowances as per the Corrective and Disciplinary Actions Policy.

4.1.9 The following guidelines may be followed to deal with violation to the working hours as defined in the Work Schedule Policy:

- Authorized departure from the place of work during official working hours for personal reasons will be treated as leave of absence with pay pursuant to the applicable law. The Employee may avail this facility for a maximum of three hours two times per month.
- Frequent Late Arrival and Early Departure will be considered Unauthorized Absence unless proper justification is provided and accepted by the HR Directorate.

4.1.10 Disciplinary actions due to attendance problems must be coordinated through the HR Directorate, with all counseling sessions and/or written notices on past attendance problems documented in the Employee's personnel file.

4.2 Unauthorized Absence:

4.2.1 Whilst HBKU is aware that absences from work are sometimes unavoidable, it is the line managers and supervisors' responsibility to control the punctuality and Unauthorized Absence of their Employees and to ensure that these will not materially impact the overall operations of the University.

4.2.2 If an Employee is absent without authorization, in the first instance the line manager should attempt to contact the Employee by telephone to find out why they are not at work and when they will be back.


4.2.3 Unauthorized Absence involves loss of pay and allowances and may lead to employment termination as detailed below:

A. **Short Term Unauthorized Absences** – Occurrence of Unauthorized Absences in less than seven (7) continuous days:

- The reasons for the absence must be fully established and appropriate action taken.
- All cases in which the reasons are not satisfactory as determined by HBKU HR Directorate will be treated as Unauthorized Absence that will lead to loss of pay and allowances.
- The Employee's basic salary and appropriate allowances will be deducted in accordance with the applicable law, for a period of up to five days per violation, and disciplinary action taken as applicable, such as termination, with notice and end of service benefits.

B. **Long Term Unauthorized Absences** – more than seven (7) continuous days or fifteen (15) intermittent days or more during a calendar year:

- If an Employee is absent from work for more than seven (7) continuous working days or fifteen (15) intermittent days or more during a calendar year without providing notice and satisfactory explanation to his or her immediate supervisor, HBKU will assume Job Abandonment has occurred and may process an immediate termination with or without payment of end-of-service gratuity, at its sole discretion.
- Employees will be notified by the HR Directorate of the HBKU decision to terminate their services in writing. If the Employee is absent from work, he shall be notified of the employment termination by a registered letter to his permanent address recorded in the Employee personnel file.

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- The Employee will be paid salary and applicable allowances up to and including the Employee last day of work.

5 Associated Procedures, Guidelines, and Supporting Documents

NA

6 References and Related Policies

Leaves Policy

Compensation Policy

Work Schedule Policy

Faculty Workload Policy

Public Holidays Policy

Corrective and Disciplinary Actions Policy

7 Source, Responsible Office, Authority

The Human Resources Directorate is responsible for the administration, implementation, and enforcement of this policy.